In January 2018, the Ohio EPA Division of Materials and Waste Management launched a new version of the licensing and registration software in the agency’s eBusiness Center (eBiz).

eBiz is a secure Internet-based site that enables users to quickly and securely access Ohio EPA services and electronically complete and submit reports, license and registration applications.

This guide is written for users that will be entering renewal license applications for Solid & Infectious Waste / Construction & Demolition Debris facilities through eBiz system from anywhere there is access to the Internet. While our system is compatible with various internet browsers, it is recommended that anyone entering an application use Google Chrome or Mozilla Firefox.

New users that will enter a license application will need to have an account with the eBiz Center and acquire a PIN (Personal Identification Number). To create an account and obtain a PIN, please visit http://ebiz.epa.ohio.gov/. A list of contacts is included at the end of this guide if you need any assistance throughout the process.

**Locating the Licensing Service**

After you have successfully created an account, obtained a PIN, and activated the PIN (new users), log into the eBiz center. The main screen will list out all the available Ohio EPA eBiz services.

From the list of available services, click **DMWM License and Registration Service**. If you see a status of *Inactive* to the right, that is ok. This will not prevent you from using the service.
Once you have entered the License and Registration Service, you will be provided with a list of applications available with the service. You will want to click the appropriate license type, **Construction and Demolition Debris Licenses** or **Solid and Infectious Waste Licenses**.

### Associating a Facility

Once you have successfully entered the appropriate licensing service, you should see your past facility associations. If you do not have any facilities listed, you will need to re-associate yourself with the facility using the Core ID listed on your previous license certificate.
The first step in associating your account with a facility will be to select Add Facility to be taken to the Facility Search screen.

Next, you will enter information to help you locate your facility. When using this search feature, it is recommended that you do not use all fields, performing a basic search with the address line will help produce more accurate results. If you know your Core ID (CID), search using that field only in the Agency Core ID field.
If your search results returned your facility, click the **Select** button on the left.

After clicking **Select** you will be directed to the **Role Selection** screen.

On this screen, you will want to select the appropriate role. If you are the person who will be submitting this license application, you **must** select **Responsible Official**. If you select the role of **License Preparer**, you will only be able to complete the application information. A person who has selected the role as a License Preparer is not required to have a PIN. A person with the Responsible Official role will have to submit any applications that a License Preparer has entered.
After selecting your role, you will be taken to the Review Request screen where you will click Create to have a window pop-up for your PIN information.

After completing the Security Question and PIN, click Submit to receive a confirmation screen where you will click Continue. You will be redirected back to the appropriate licensing service screen and will see your facility listed.
Entering an Application

Once you have successfully associated your account with your facility, you are ready to start your license application. When in the appropriate licensing service screen, you will want to click on your facility that is listed to expand the view. There will be a list of existing licenses displayed.

When entering a renewal application, it is important to make sure you are using the most recently issued license by clicking the Actions button beside the expiration date.

To start a renewal application, click the Actions button to the right of the most recently issued license.
After clicking the **Actions** button, a drop-down will appear, you will want to select **Renew License**. After you have made your selection, the application screen will appear.

![Facility License Application](image)

Once the application has loaded, the information from the previously submitted application will appear. There will be blank fields that are required information that did not copy over from the previous year. In the 2019 license application, there will also be blank fields from the newly updated application. The type of application, renewal, will be stated on the bottom left-hand side by the Application ID (####). This is the step where you can make any edits necessary to the application before submitting.

Once you have completed editing and reviewing the license application, you are ready to submit your application.

Before submitting, click the **Save** button. To verify that all the required fields have been completed, click the **Check for Errors** button.

![License Application 7315](image)

If you received the **All fields are valid** on bottom of the page, you are ready to click the **Submit** button.
Once you have clicked **Submit**, you will be required to answer your security question and PIN.

After clicking **Submit** on the **PIN Validation** screen, you will be directed to a screen that will say it is processing your application. Do not click the back button or refresh this screen. Once the application has finished processing, it will take you to the payment information screen. A non-refundable $100 fee is required for all Solid & Infectious Waste applications. Please consult your invoice for how to make checks payable and the mailing address of your licensing authority. If you are submitting a Construction & Demolition Debris application, there is no fee required.

**Contacts**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
<th>Phone / E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating an Account &amp; Obtaining a PIN</td>
<td>Debbie Kellough</td>
<td>614-728-5316&lt;br&gt;<a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a></td>
</tr>
<tr>
<td>Help Associating a Facility</td>
<td>Debbie Kellough</td>
<td>614-728-5316&lt;br&gt;<a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a></td>
</tr>
<tr>
<td>Help Entering a License</td>
<td>Debbie Kellough</td>
<td>614-728-5316&lt;br&gt;<a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a></td>
</tr>
<tr>
<td>Questions on Licensing Authority and Paying Invoices</td>
<td>Debbie Kellough</td>
<td>614-728-5316&lt;br&gt;<a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a></td>
</tr>
<tr>
<td>General Program Questions</td>
<td>Division of Materials and Waste Management</td>
<td>614-644-2621</td>
</tr>
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<tr>
<th>REG</th>
<th>DMWM CLR Infectious Waste Generator</th>
<th>50 West Town St</th>
<th>Columbus OH, 43215</th>
</tr>
</thead>
</table>

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

For the facility listed above, I certify that I am an applicant, registrant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.